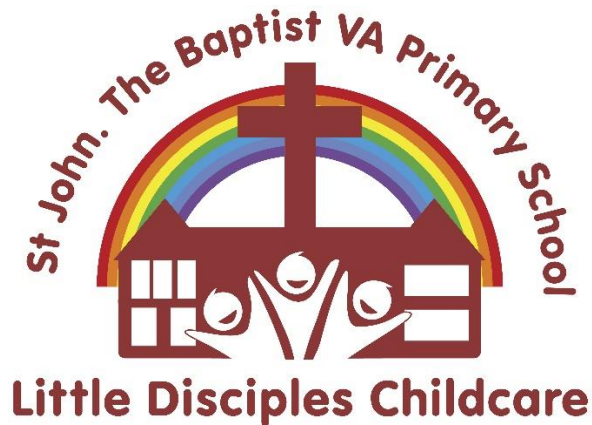


Little Disciples

Childcare



Admissions Policy 2023/2024

At Little Disciples Childcare, our aims and objectives are to provide and develop a reliable, affordable, and quality Childcare facility before school, after school, and during the school holidays.

Approved by:	Little Disciples Senior Management Team
Adopted by:	Trustees of the Little Disciples Management Committee
Scheduled review date:	September 2024
Agreed by Person in Charge: <i><u>Signature & Dated</u></i>	
Agreed by Responsible Individual <i><u>Signature & Dated</u></i>	

Admissions

Little Disciples Childcare is open to any child aged 3-11 years attending St John the Baptist V.A School. Little Disciples Childcare provides a breakfast club which is open from 7.50am until 8.50am, Nursery Plus from 11.25am until 3pm, an afterschool club from 3pm until 6pm and a holiday club from 8am until 5.30pm during the holidays (Tuesdays, Wednesdays, and Thursdays).

When a new parent/ Carer registers on our iPal booking system they must agree to the admissions policy, parent/carer contract confirming that they have read and understood the policies and procedures in the parent handbook and agree to abide by the terms and conditions of the setting prior to the child attending. All our policies and procedures are also available on the school website <http://www.stjohnsflintshire.org> or can be requested from the Manager.

Parents/carers must inform the setting of any changes to any changes in personal details, medical details, and emergency contact details.

If the parents/carers wish to terminate or make changes to their current contract it must be outlined in writing and addressed to the Manager (Mr Sam Gocher). This must be inline with our Fees Policy.

All admissions to the setting are treated with equal concern and respect. We welcome applications from underrepresented groups including ethnicity, gender, transgender, disability, or religion.

To ensure fairness in the allocation of places, the following criteria will be taken into consideration:

1. While available places exist, these will be allocated on a first come – first serve basis.
2. Then, priority will be given to children of working parents/single working parents, parents who are studying, or training to re-enter the workplace.
3. Then places will be given to children who are booking for every day of the week.
4. Then siblings of children already at the setting will have priority over others.
5. Provision will be made for social services, employer, or other sponsored places.

Places can be reserved to secure. If the setting is oversubscribed a waiting list will be kept by the Manager. The management committee reserves the right to refuse admission to or terminate a contract with the parents of any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be taken in accordance with Little Disciples Childcare Behaviour Policy and Procedure.)